

1702 - HUMAN RESOURCES ADMINISTRATOR II

NATURE OF WORK

This is advanced professional personnel management work in the City's Human Resources Department. Area of assignment may include, but is not limited to, recruitment, testing, compensation, job audits, benefits, discipline and training. Employees in this classification are responsible for supervising and performing specialized and difficult personnel management work. Emphasis of the work is on planning and supervising Human Resources activities including developing policies and procedures.

Duties require the exercise of considerable judgment and analytical ability in the application of theories, principles and methods and ability to deal tactfully and persuasively with departmental officials, employees, and the general public.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

- Develops, reviews, and evaluates a variety of Human Resources' work products
- Consults with and advises City managers, supervisors, and employees on laws, regulations, City policy, and City procedure and resolves administrative problems
- Interviews and selects applicants to fill Human Resources' positions
- Performs and coordinates classification and pay studies
- Serves as Director in that individual's absence
- Assists the Director in resolving issues related to City policies
- Develops, updates, and implement policies and procedures
- Advises Director on proposed improvements and changes to Human Resources processes
- Supervise one or more Human Resources sections
- Performs related tasks as required

KNOWLEDGE, SKILLS AND ABILITIES

- Considerable knowledge of personnel management theories and principles
- Considerable knowledge of principles and procedures relating to human resources and civil service administration
- Considerable knowledge of Human Resources principles, techniques and relevant sources of information
- Knowledge of and ability to research, analyze, apply, and interpret information from a variety of sources
- Ability to acquire, rapidly, considerable knowledge of: City personnel rules, work rules, compensation plan, classification plan, organization and functions of department
- Ability to plan, conduct, and develop projects effectively, without supervision
- Ability to obtain relevant and complete information when developing projects
- Ability to exercise good judgment

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- Ability to interpret and explain policies, rules, and regulations to department heads, supervisors, employees and the general public
- Ability to achieve rapport and deal effectively and persuasively with the public, City employees, supervisors and department heads
- Ability to communicate effectively and persuasively, both verbally and in writing

PHYSICAL REQUIREMENTS

- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact
- Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine
- No significant climbing, carrying, bending, kneeling, crawling
- Some walking, moving, reaching, handling, sitting, standing, pushing, pulling

MINIMUM REQUIREMENTS

Graduation from an accredited college or university with a Bachelor's degree in Personnel Administration, Psychology, Public Administration or a related field plus two (2) year's experience in Human Resources. Experience may substitute for education on a year-for-year basis.

SUPERVISION RECEIVED

General direction is received from the Human Resource Director who confers on difficult problems and holds the incumbent responsible for the attainment of desired goals and objectives.

SUPERVISION EXERCISED

Directs two (2) or more subordinate employees in one (1) or more sections of Human Resources.

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